NATURAL NEWS

The Field Museum
Exploring
The Earth And Its
People

Weekly Staff Newsletter
February 19, 1999

Thanks to all involved in the African Heritage Festival

Many, many thanks are extended to all Field Museum staff members who helped to make *African Heritage Festival '99: Connecting to Africa* a success. During the festival, over 16,500 visitors had the opportunity to hear African-inspired music, watch a talented Kenyan woodcarver, listen to African folktales, participate in interactive learning projects and interact with Field Museum Scientists.

Special thanks are extended to the staff: **Bob Cazy, Ron Hall** and **Mentee Teah** in Audio-Visual, **Nel Fetherling, Amanda Reeves, Scott Smith**, **Aaron Ishaeik, John Petreikis** and **John Zehren** in Exhibits, **Joe Halik, Paula Robinson,** and **Randy Smith** in Finance, **Stephanie Powell** and **Amanda Geppert** of the Field Associates, **Paul Baker** and **Madelyn Thompson** in Development, **Susan Webb** in Membership, **Jill Mandler** of the Museum Store, **Lisa Miller, Carol Konieczny** and **Joanne Starykowicz** in Special Events, and the entire staff from Engineering, Housekeeping, Maintenance, Public Relations, Security, and Visitor Services. Additional thanks are extended to the scientists and staff who participated in developing and staffing demonstrations and lectures during the festival – **Tom Gnoske, Roland Kays, Julian Peterson** and **Dave Willard** from Zoology, **Barbara Russi** and **Patricia Sandler** from the *Sounds from the Vault* exhibit, **Gretchen Fox** from Anthropology, **John Weinstein** from Photography, and **Chris Rhodes** and **Katy Anisowicz** from Education.

Thanks to the committee who worked to create and staff the festival – **Chap Kusimba** and **Ben Bronson** from Anthropology, **Alaka Wali** from CCUC, **Dan Brinkmeier, Beth Crownover, Kathleen Donofrio, Johanna Krynytzky, Paula Ramos, Nicole Royal** and **Baxter Swilley** from Education, **Melissa Johnson** from Exhibits, **Sophie Twichell** from ECP, **Julian Peterson, Tom Gnoske** and **Bruce Patterson** from Zoology, **Charles Grantham,** Education volunteer, and **Carolyn Grantham** and **Symon Ogeto** who served as consultants for the festival.

And finally, thanks to the many volunteers who staffed the four-day event! As you can see, it takes cooperation to create a festival and make it work in a place as busy as The Field Museum. The comments about the African Heritage Festival have been very positive. Thanks for making it happen!

Submitted by **Sue Stott**

FIELD NOTES
Week of February 22

Public Events/Special Events

Museum Open Until 8 p.m. Monday

Adler Planetarium Week
- Monday through Friday

Tuesday Noon Seminar Series
- Zoology Classroom

Motorcycle Film Series
- Tuesday 6:30 p.m.
  Sunday 1 p.m., 3 p.m.

Staff/Volunteer Events

Aerobics Class
- Tuesday & Thursday 5 p.m.
  Ground Floor, East Stairwell

Neg #A112460

$$ FINANCE FORUM $$

In last week's *Natural News* we introduced the new numerical accounting sequence which will be used with our new financial software. Included in this issue, you will find several new forms. These forms will replace some of the old forms that we have all been using. Some things will look familiar, some things will look very different.

What has not changed: The Budget Change Request form and the Employee Travel Advance Agreement are to be used in the same way that the old versions were used.

What has changed: The Expense Transfer Request and the Income Transfer Request have been merged into one form, the Expense Transfer/Income Transfer Request. The Travel Expense Report and the Petty Cash form have been replaced by the Business Expense Report, which will be used for reimbursement for any business expense in any amount. You will notice that there is no longer a Check Requisition form. And you will notice that there is a brand new form, the Payment Approval form.

These are some pretty big changes in the way we have done things for a long time. To help make this transition as easy as possible, **Kim Greene** will be contacting key department representatives from each area to schedule informational meetings with **Lisa Wodis**, the Budget and Systems Administrator, and **Paula Robinson**, the Financial Operations Administrator. These meetings, which will be taking place today, Monday, Tuesday, and Wednesday, will be an opportunity to walk through the new procedures, have questions answered, and get comfortable with the changes. Department representatives will then be able to familiarize their departments with the new procedures.

These sessions are very important as the old forms will no longer be accepted after Monday, March 1. All requests we receive after that date must be compatible with the new accounting system – the numerical sequence introduced in last week's issue. Lisa will contact anyone who submits old forms to clarify the changes and help make the transition smoother. Please feel free to contact Lisa at ext. 542 with any questions you may have.

Project Millennium TV Audience Opportunity

Future Perfect: Conversations for the New Millennium is the live television production jointly created by Project Millennium and WTTW Channel 11. The second episode of *Future Perfect*, for the Environment theme of Project Millennium, airs Wednesday, March 3 at 7 p.m. (live) and will be rebroadcast at 10 p.m., 1 a.m. and 5 a.m. on WTTW Channel 11. For this program the ocean explorer Sylvia Earle and naturalist writer Diane Ackerman will be discussing with moderator Bill Kurtis how to reconcile human demands with the needs of nature.

There are a limited number of tickets available to attend the live broadcast at WTTW's studios. Please contact **Robin Wagner** (ext. 245) by Tuesday, February 23 if you are interested in being in the live audience.

Submitted by **Robin Wagner**

New Administrative Assistant in Temporary Exhibitions

Please join us in welcoming **Jeanelle de la Paz** to the Temporary Exhibitions Department. Jeanelle graduated from University of London's School of Oriental and African Studies with an MA in Japanese studies and concentrations in Anthropology and Music of East Asia. A graduate of University of WI - Madison, Jeanelle's previous employers include Madame Tussaud's Wax Museum in London, the Art Institute, and University of WI at Madison's Elvehjem Museum of Art. Please stop by the Exhibits Department to introduce yourself. She can be reached at ext. 789.

Submitted by **Abigail Sinwell**

EXPENSE TRANSFER/INCOME TRANSFER REQUEST

You must attach a copy of the detailed financial report showing the expense or income you want to transfer.
With the exception of federal grants, expense transfers will not be done for amounts under $25.

Date: _____

Name and Accounting Unit of requestor: _____ Ext.: _____

This request is for an:

☐ Expense transfer ☐ Income transfer

This request is for a transfer:

☐ Within Accounting Unit ☐ Between two funds

☐ Between two Accounting Units ☐ Between two projects

Amount to be transferred: $_____

From:

Fund Group	Accounting Unit	GL Code	Project	Fund

This is where the expense/income is now.

To:

Fund Group	Accounting Unit	GL Code	Project	Fund

This is where the expense/income should go.

Reason for transfer: _____

_____

_____

_____

Approvals:

Accounting Unit/Fund Administrator signature
of requesting Accounting Unit
(Accounting Unit or Fund where the expense/income is now): _____

Accounting Unit/Fund Administrator signature
of receiving Accounting Unit
(Accounting Unit or Fund to which expense/income will be moved): _____

Area Vice President signature (if over $5,000): _____

For Finance use only

Financial Operations Administrator approval: _____

BUDGET CHANGE REQUEST

This form is to be used to reallocate budget amounts, **not** *to transfer expenses.*
To transfer an expense, please use an Expense Transfer/Income Transfer Request.

Date: _____

Name and Accounting Unit of requestor: _____ Ext.: _____

Amount to re-allocate: $ _____

Current budget allocation:

Fund Group	Accounting Unit	GL Code	Project	Fund

Requested budget allocation:
(must be within either same Fund Group or same Accounting Unit)

Fund Group	Accounting Unit	GL Code	Project	Fund

Reason for transfer: _____

_____

_____

_____

Approvals:

Accounting Unit/Fund Administrator signature: _____

Area Vice President signature (if over $5,000): _____

For Finance use only

Budget and Systems Administrator approval: _____

BUSINESS EXPENSE REPORT

If expenses total $25 or less, submit this form to the cashier for cash reimbursement. If expenses total more than $25 a check will be issued.
Reimbursement for expense reports submitted by Wednesday at 10 a.m. will be ready on Friday. Reimbursements for reports submitted after 10 a.m. will be ready by Friday of the following week. Checks will be available to be picked up at the cashier's window by your designated department representative.
Receipts, including exchange receipts for foreign currency, must accompany reports totaling $25 or more.

Date submitted: _____

For business conducted by
(Name and Accounting Unit): _____ Ext.: _____

From (date): _____ To (date): _____

Category	Date	Accounts to be charged					Amount	Amount in foreign exch.	Rate of exch.
		Fund Grp.	Acct. Unit	GL Code	Project	Fund			
Airfare									
Ground transportation									
Meals									
Lodging									
Telephone									
Entertainment									
Office supplies									
Dues, fees & registration									
*Other									
						Total expenses:			
						Less advances received:			
						Total due to employee:			
						Total owed by employee:			

**Attach additional pages if needed.*

Employee signature: _____

Accounting Unit/Fund Administrator signature approval: _____

For Finance use only

Financial Operations Administrator approval: _____

PAYMENT APPROVAL

This form is to be used only for payment of invoices covering goods or services obtained by means of a Purchase Requisition. Please attach invoices.

Date: _____

P.O. # _____

Originating department/employee name: _____ Ext: _____

Description of expense: _____

Comments: _____

Payee information (if different from invoice):

Name _____

Address _____

_____

City, State, Zip _____

Check one:

- ☐ *Please mail check to payee*
- ☐ *Please have check available at cashier to be picked up by designated department representative*

Account numbers to which expense or expenses are to be billed:

Fund Group	Accounting Unit	GL Code	Project	Fund	Amount
					Total:

Employee signature: _____

Accounting Unit/Fund Administrator signature approval: _____

For Finance use only

Financial Operations Administrator approval: _____

EMPLOYEE TRAVEL ADVANCE AGREEMENT

All employees receiving an Employee Travel Advance are required to sign the following agreement. Please direct the signed form to the Financial Operations Administrator.

I, _____, understand that in receiving this employee travel advance in the amount of _____, I become responsible for the return of all unused funds and receipts documenting the use of these funds.

I understand that I must reconcile my expense report with the Finance Department documenting the use of these funds within thirty days from the date of my return to the Museum. After thirty days, I understand that the Museum will begin deducting the amount I owe from any funds due to me.

I also understand that if I am no longer employed at the Museum and have an advance still outstanding, the Museum will withhold the amount I owe from any funds due to me.

_____ _____

Signature Accounting Unit

_____

Date

MINUTES FROM THIS MONTH'S KAFFEEKLATSCH

February's Kaffeeklatsch was an informative one. We started off by introducing ourselves to one other since there were many new faces and guests were present. Our guests included Ray Bondoc, Visitor Services, Ron Cundiff, Security, Ali Obaidallah, Housekeeping, and Vicki Halip, Corner Bakery. They were present to listen to Kaffeeklatsch member questions on how to prevent visitors from walking around Stanley Field Hall with food/beverages. We brain stormed about many ideas such as: printing information in the visitor maps, educating employees and vendors about the importance of letting visitors know that food is only allowed in designated areas, constructing a small exhibit centered on pest management and littering, for visitors to tour and putting information in the Natural News to reassure staff that it is O.K. to stop visitors from roaming around Stanley Field Hall with food.

Next, Nancy DeDakis from Admin. Services informed us about the "Board of Trustees Annual Meeting" on 3/15/99. Anita Purnell from Visitor Services talked about the possibility of having some kind of Family Day at the Field. More information will be coming soon. Maria Burns from HR discussed our movie night that was February 17th. Remember that the March 17th movie night will be in honor of St. Patrick's Day. Come join the fun!

Our next monthly meeting is scheduled for March 3rd at 9:00a.m. in Conference room I. If anyone has a suggestion, please forward it to our suggestion box.

OUR SUGGESTIONS FROM THE BOX

There were no suggestions this month.

If you have any suggestions/comments, feel free to put them in our suggestion box by the operator on the ground floor.

EXPERIENCE THE NEW STARRIDER™ THEATER SHOW

FREE

DURING MUSEUM CAMPUS' ADLER WEEK, Monday, 2/22 – Friday, 2/26, 1999

The Adler Planetarium & Astronomy Museum
and Museum Campus Chicago

INVITE

FIELD MUSEUM STAFF & VOLUNTEERS

SHEDD AQUARIUM STAFF & VOLUNTEERS

CHICAGO PARK DISTRICT STAFF & VOLUNTEERS

FREE STARRIDER™ THEATER ADMISSION

Experience the World's First StarRider™ Theater, a spectacular, interactive, virtual reality experience. Journey through the universe and navigate through extraterrestrial environments. StarRider™ shows will be held every hour. Tickets can be obtained at the box office on a "space available" basis.

Attend a guided tour of the Sky Pavilion at 3 PM Tuesday, 2/23 through Friday, 2/26. Enjoy a magnificent view of the Chicago skyline, visit four new exhibition galleries, have a snack at the new Galileo's Café and visit the Shooting Star gift shop.

ADMISSION AND GUIDED TOUR ARE FREE WITH YOUR I.D.

Discover your neighbor, discover Chicago's newest lakefront star....Prepare to be star struck!

For more information, please call 312.922.9410, x586 or x323.

StarRider™ Theater Showtimes:

Monday, 2/22 – Thursday, 2/25 at 10 am, 11 am, Noon, 1 pm, 2 pm, 3 pm, & 4 pm
Friday, 2/26 – 10 am, 11 am, Noon, 1 pm, 2 pm, 3 pm, 4 pm, 5 pm, 6pm, 7 pm, 8pm
The "Journey to Infinity" show is 22 minutes long

Sky Pavilion Tours: 3:00 p.m.Tuesday, 2/23, Wednesday, 2/24, Thursday, 2/25 and Friday, 2/26

Elmhurst College

January 27, 1999

Dear Lynette,

Thank you for your presentation on Monday. We enjoyed it and learned a great deal. We are particularly appreciative of the extra research you did to make it so age appropriate.

Sincerely,

Virginia Dixon

Thank you for your time
Maria Angelopoulos

Thank you for taking the time. Cuyfah

Thank you very much for your time. Lisa Caballero

Thank you for taking us about the very interesting culture and for being so knowledgeable in the subject! Thank you for sharing all your knowledge! Maria Senyerfeiler

Thank you Margaret

Thanks for your time. Alyssa Thomas

Thanks so much for your time.
Jon M Miccolis

Jen Cioffredi

THANK YOU
JASON STARK

THANK YOU
Chris Watson

Thank you for a wonderful presentation!
Kristina Griffin

Thank you for your lovely presentation
Lisa

Thanks a lot for your wisdom!
Lisa Mandelli

Thanks for being very informative and entertaining!

Thank you
Deb Hughes

Thanks!
J. Mesbeli

Very entertaining!
Michael Batali

Eur Kinness
Thanks for your time
Nicki Baldi

Department of Music
190 Prospect Avenue
Elmhurst, Illinois
60126-3296
(630) 617-3515 phone
(630) 617-3738 fax

Thank you for the interesting experience! Angela Giamforte

I liked your enthusiasm for the subject matter!
Patrizia Young

Thank you for giving your time for the presentation. It was very interesting.
Nelly Aoltes

Thank you very much for taking the time to tell us about the Maori people. I thought that it was fascinating. I also enjoyed playing with the poi.
Jessica Mercado

Thank you very much for taking the time and effort to give us your presentation. I really enjoyed it.
Aubrey Gomez

I... THANK YOU SO MUCH FOR SHARING YOUR EXPERIENCES AND IDEAS WITH US! I LOVED YOUR ENERGY AND ENTHUSIAM FOR THEIR CULTURE AND LIFESTYLE. GOOD LUCK FOR THE YEAR AHEAD AND AGAIN THANK YOU FOR TAKING TIME TO HELP US BETTER UNDERSTAND A NEW CULTURE.
Amy Wendt

I had a very good time at your exhibit. I learned a lot. It is very nice to learn from people who are so enthused about the topic. Thanks very much.
Michael Davis

THANKS TO
MAORI MEETING HOUSE VOLUNTEER
LYNETTE TROHA

FROM
THE STUDENTS OF THE
ELMHURST COLLEGE MUSIC DEPARTMENT

Department of Marketing & Communications created, new staff welcomed

In recognition of the importance of marketing in achieving our attendance and revenue goals, the Museum recently created a new Marketing & Communications Department, headed by Melissa Hilton, Director of Marketing and Communications. This new department is charged with carrying out a focused, coordinated program of public relations and marketing to sustain a positive image of the Museum, communicate the importance of our scientific research, build public interest in the Museum's offerings, and motivate a broad range of people to visit the Museum.

The Marketing & Communications Department is being formed through the combination of existing Museum departments plus the addition of two new staff positions. Public Relations is now part of the Marketing & Communications Department. Under the leadership of **Pat Kremer**, the Public Relations staff will continue to create excitement about the Museum through media relations, other public relations activities, advertising, and promotions. Group Sales, managed by **Laurie Sanders**, is also part of this new department. Laurie will focus her energies on marketing Field Museum packaged tour products to group tour operators. Two new positions have been created to fulfill key responsibilities of this new department. Congratulations to **Marla Camp**, who has been promoted to Marketing & Communications Coordinator. Marla will be responsible for the ongoing management of the Museum's wayfinding system; coordination of various print projects involving the Museum's new graphic identity; writing, editing, and proofing of print materials; and various other special communications projects.

Rounding out the department, **Nancy J. Petchenik** joined the Museum on February 8 as Director of Marketing Strategy. She will be responsible for the development and implementation of research and marketing plans that will integrate strategic marketing efforts throughout the Museum. Nancy will also oversee Group Sales.

Nancy's Chicago career included time at Montgomery Ward, where her positions included Vice President of Auto Club Marketing. Prior to that, she spent ten years in consumer marketing for Time, Inc. (now Time Warner) in New York, and around the globe as Assistant Circulation Director for Time International. Most recently she has been an independent direct marketing consultant. Nancy is located in the Museum Affairs office at ext. 728. Please join me in welcoming Nancy to the Museum.

Submitted by **Melissa Hilton**

ACADEMIC AFFAIRS

Mueller and Fernández teach short-course for new parataxonomists in Costa Rica

Greg Mueller and **Fernando Fernández** (Botany) co-taught a three-week field course for the new Costa Rican fungal parataxonomists. Parataxonomists are locals trained to collect, describe, and help process biological collections through the Costa Rican National Inventory. They will work closely with the two curators of mycology at the Costa Rican National Biodiversity Institute (INBio), both former students with Greg at the University of Costa Rica, and with international collaborators. Fungi are one of the target groups of the Costa Rican National Inventory, along with plants, several insect groups, and mollusks. The seven-year National Inventory is being partially supported through the World Bank, NORAD, and the Netherlands. The National Inventory's efforts focus not only on documenting species diversity and distribution, but also at identifying those features of the species' natural history that can contribute to protecting, using, and managing this diversity adequately. To learn more check out INBio's WWW page at **http://www.inbio.ac.cr/**. Greg has been named the International Coordinator for the Fungal Inventory.

New Acting Collections Manager for Anthropology

Elisa Aguilar has recently been appointed at the Acting Collections Manager in Anthropology, to replace **Wil Grewe-Mullins** (who recently accepted an appointment at the Fernbank Museum of Natural History in Atlanta). For the many different individuals who may need access to Anthropology collections and storerooms or work on Anthropology exhibits, Elisa will now be the central contact person. **John Rogers** has also been appointed as Assistant Collections Manager and can be contacted in Elisa's absence. Both John and Elisa can be reached at ext. 312.

ATTENTION ALL STAFF!

Come to the inauguration of the new employee showers on Friday, February 26 at 3 p.m. No other explanation necessary.

Call **Dana** at ext. 366 or **Carole** at ext. 529 for any details regarding participation.

STAFF INVITED TO UPCOMING EDUCATION EVENTS

We invite you to come and hear Bill Nye, Sylvia Earle and Meave Leakey speak at the Museum this spring. Staff and volunteers can receive two free tickets to each lecture from a reserved block of tickets by calling ext. 854. Please note that for Bill Nye you must call and reserve tickets by March 5, 1999. For complete lecture descriptions please check the Winter and Spring Field Guides.

An Evening with Meave Leakey
The Search and Discovery of Our Earliest Ancestors
Thursday, March 4, 6:30 p.m.

Dr. Meave Leakey will discuss what may be the answer to one of evolution's fundamental mysteries: her dramatic 1994 discovery of a new species of upright hominid. Dr. Leakey is the latest standard-bearer of a family of paleoanthropologists who have dominated their field for the last 70 years.

It's an Underground Adventure with Bill Nye, the Science Guy
Saturday, March 27, 11:00 a.m.
Sunday, March 28, 1:00 p.m.

Bill Nye is back for two special shows to celebrate the opening of our newest exhibit, *Underground Adventure*. Bill Nye will dig deep to explore the wonders of soil with the help of Museum scientist **Greg Mueller**. Dr. Mueller will join Mr. Nye on stage to share his work studying the fascinating world of fungi.

Wild Oceans: Exploring and Caring for an Ocean Planet
Sylvia Earle
Tuesday, April 6, 6:30 p.m.

With only 1% of its depths explored, the ocean is the last of the Earth's great frontiers. Dr. Sylvia Earle will take us diving, via video footage, into the deep seas to explore our aquatic backyards. On this expedition, you will meet animals which parallel our own terrestrial development and explore how mammals have adapted over the years to survive.

Submitted by **Beth Adams**

Tuesday at Noon Seminar Series continues

James Graham, graduate student in the department of Pharmacognosy at the University of Illinois at Chicago, will speak to us next Tuesday. His talk is titled "Ethnobotanical Research and Lessons from Plant Hunting in Amazonian Peru." He will describe the initiation and maintenance of a multidisciplinary field-based research project in the Alto Purús-Curanja river basin in Ucayali, Peru. The talk will include an overview of the traditional knowledge of the local indigenous people, as well as a brief description of the UIC anti-cancer screening program for Peruvian plants. Please join us in the Zoology classroom at 12 noon on February 23.

Submitted by **Bill Burger**

Natural News

The *Natural News* is edited by **Rodger Patience** in the Development office (ext. 617, patience@fmnh.org) and **Erica Kelly** in the Finance Department (ext. 584, ekelly@fmnh.org). Submissions are welcome via e-mail or on disk in Microsoft Word or WordPerfect format. The deadline for submissions is Tuesday at noon. Remember – write early and often!